

Cenergy International

Web e-FST Reference Guide



User Manual- Consultant

Version 1.0

DOCUEAK SYSTEM™
Provided By
Webplex, Inc.

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Accessing the Cenergy FST System

Logging In

1. Go to <http://www.cenergyintl.com/>
2. Select the Web e-FST icon at the top of the home page
3. Enter your User Name and Password then click the “LOGIN” button

IMPORTANT INFORMATION

- Web eFST is due the same time your paper document was due according to your payment deposit calendar.
- Your Web eFST is automatically sent to your client supervisor for approval. Once they approve you will be advised via email.
- If you have any changes to your personal information please contact your Cenergy Representative

Sign in and prepare your Field Service Ticket and Expense Report:

User Name:

Password:

LOGIN

If you do not have a WEB eFST username and password, please contact your Cenergy Representative for easy setup.

WEB eFST Instructions

CLICK HERE

SALES
p: (713) 965-6200

CONSULTING SOLUTIONS
p: (713) 965-6207
f: (713) 965-6204

RECRUITING HOTLINE
p: (713) 965-6207

HSSE HOTLINE
p: (866) 228-0286

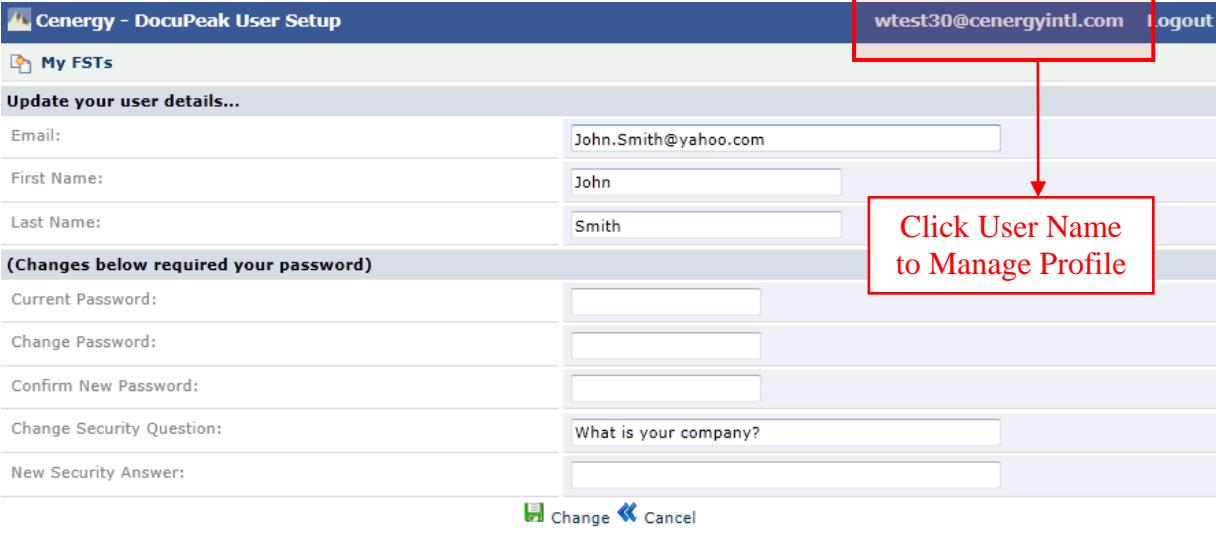
CORPORATE HEADQUARTERS
12650 Crossroads Park Dr.
Houston, TX 77065
p: (713) 965-6200

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** Upon logging into the Cenergy FST system for the first time, you will be prompted to immediately change your password as described in the next section, **Managing Your Profile**

Managing your Profile

- To change User Details such as email address or password, click on your user name to the left of the “Logout” link.



Cenergy - DocuPeak User Setup

wtest30@cenergyintl.com Logout

My FSTs

Update your user details...

Email:

First Name:

Last Name:

(Changes below required your password)

Current Password:

Change Password:

Confirm New Password:

Change Security Question:

New Security Answer:

 Change  Cancel

- Update any user details that you wish to change.
- To change your password, enter your Current Password, and then enter your new password in both the “Change Password” and “Confirm New Password” fields.
- Click the “Change” button to save changes
- The message below will be displayed when your account changes were successful:



Locking your Account

If you enter your password incorrectly five times, your account will be locked and you will have to contact your Cenergy Representative to unlock your account.

Field Service Ticket (FST) Application

Overview of the FST “Dashboard”

The FST dashboard is displayed when you log into the application. From here you can add new FSTs, submit draft FSTs for approval, and view previously submitted FSTs.



The screenshot shows the 'My FSTs' dashboard. At the top, there are links for 'Create New FST', 'Print FAX Cover Sheet', 'Submit for Approval', 'Refresh', and 'Search'. The main area is a table with the following columns: FST Submittal #, Modified, Folder, Status, Vendor / Consultant, Client / Job, # Items, # Att., Pay Amount, and Notes Total. The table contains two rows of data. Row 1 (FST #81) is highlighted with a red box and has a red box around its 'Status' column showing 'Resubmitted'. Row 2 (FST #80) is highlighted with a red box and has a red box around its 'Status' column showing 'Approved'. The 'Status' column for both rows also contains a small green icon. The 'Notes' column for both rows contains a detailed log of the status change. At the bottom of the table, it says '1 of 1 Pages - 2 Total Records'.

FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount	Notes Total
81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c
80	2/11/2013 12:18:56 PM	Archive	Approved	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/11/2013 (): Approve Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, February 11, 2013 10:15 AM

- 1) **Create New FST:** Click this link to open the FST
- 2) **Column Headers:** Can be used to sort the list of FSTs. Click any header to sort based on that item. Click a second time to reverse the sort order.
- 3) **Indexing Icon:** Click the icon to the left of the FST Submittal # to view and/or edit the FST.

FST Process

The Cenergy FST application is used to submit FSTs for review and approval.

Creating a new FST

- Click **Create New FST**



Cenergy - My FSTs

wtest30@cenergyintl.com Logout

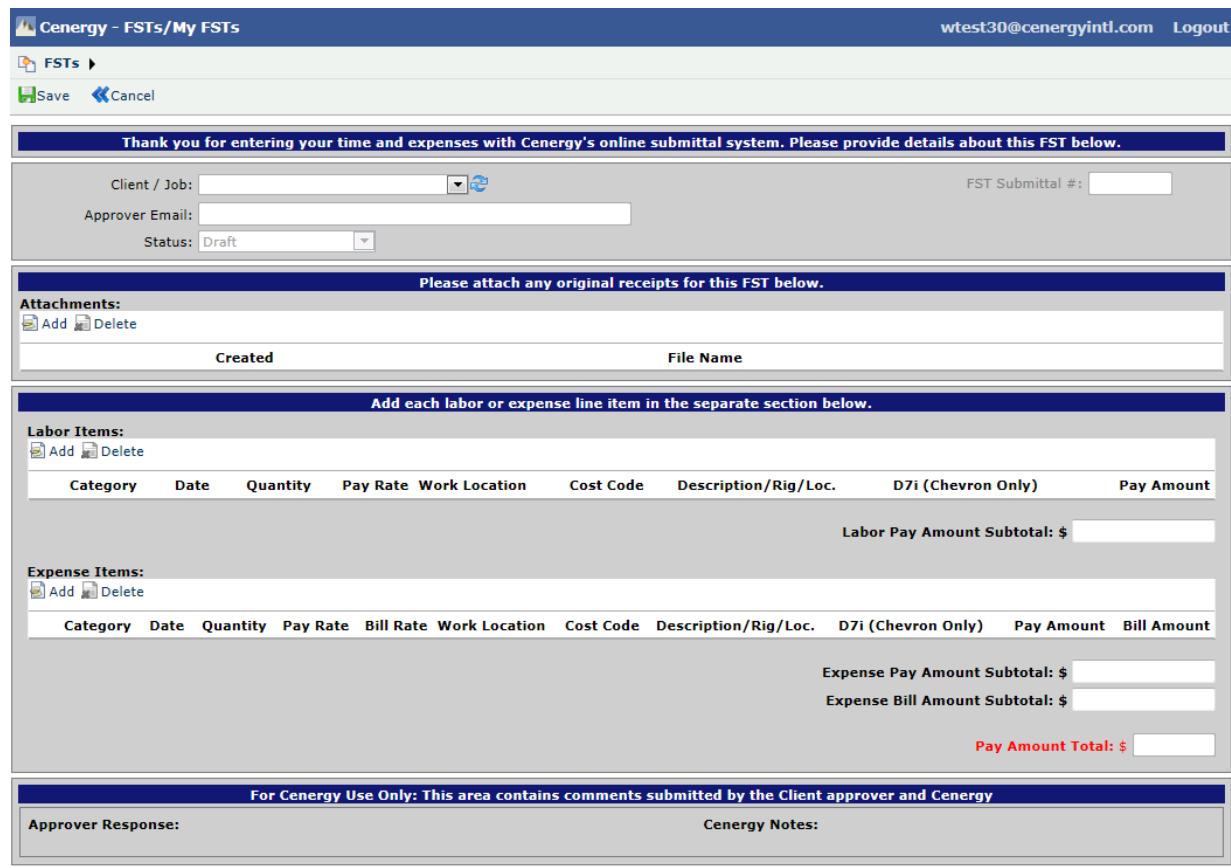
My FSTs

Create New FST Print FAX Cover Sheet Submit for Approval Refresh Search

FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount	Notes Total
81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c
80	2/11/2013 12:18:56 PM	Archive	Approved	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/11/2013 (): Approve Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, February 11, 2013 10:15 AM

1 of 1 Pages - 2 Total Records

- The **New FST** form will open as displayed below



Cenergy - FSTs/My FSTs

wtest30@cenergyintl.com Logout

FSTs >

Save Cancel

Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.

Client / Job: FST Submittal #:
Approver Email:
Status:

Please attach any original receipts for this FST below.

Attachments: Add Delete

Created	File Name
---------	-----------

Add each labor or expense line item in the separate section below.

Labor Items: Add Delete

Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount
----------	------	----------	----------	---------------	-----------	----------------------	--------------------	------------

Labor Pay Amount Subtotal: \$

Expense Items: Add Delete

Category	Date	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount	Bill Amount
----------	------	----------	----------	-----------	---------------	-----------	----------------------	--------------------	------------	-------------

Expense Pay Amount Subtotal: \$
Expense Bill Amount Subtotal: \$
Pay Amount Total: \$

For Cenergy Use Only: This area contains comments submitted by the Client approver and Cenergy

Approver Response: Cenergy Notes:

Save Cancel

Select Client / Job

- Select the Client/Job where the work was performed.
 - The Approver email will be automatically populated
 - If the approver email is not the correct approver, please notify your Cenergy representative
 - The default status will be set to **Draft**

Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.

Client / Job: Webiplex Parent : Webiplex Test30	FST Submittal #: []
Approver Email: michael.bloch@performancecg2.com	
Status: Draft	

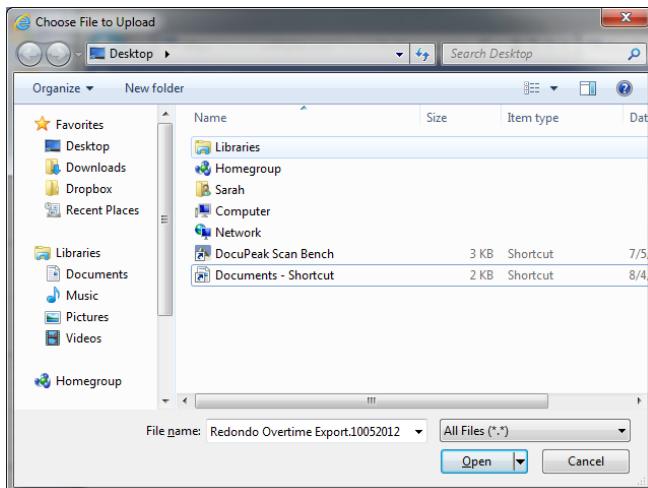
Add Attachments - Upload

Copies of original receipts must be attached to the FST before it can be submitted for approval. To fax receipts instead of scanning and attaching, please see the **Add Attachments – Fax** section.

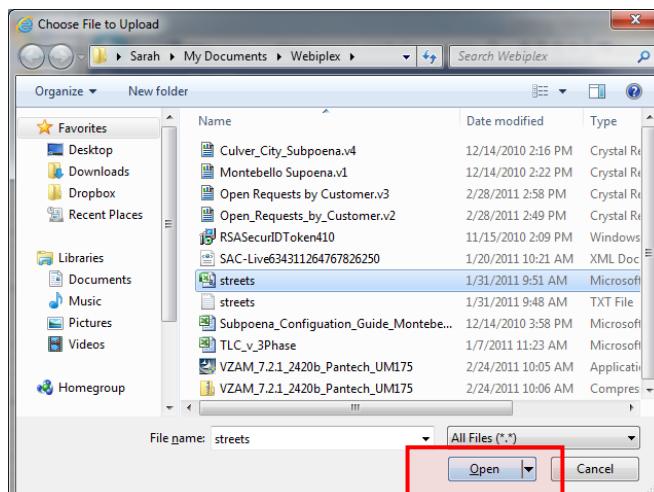
If you have a scanned file with receipts, use the Attachments section to upload copies of the receipts. Click the **Add** button under **Attachments**, and the attachment browse screen will be displayed



- Click the **Browse** button, and the **Choose File to Upload** screen will open



- Find the file on your local computer, then click Open



- Once selected, the file path of the attachment will be displayed under **File**, then click **Add**

Attachments:

Local File *
 Click the Browse button to select a local file.
 File: *

- Your file will be displayed under **Attachments** with the create date and File Name.
- If you do not select “add” the document will not attach and be displayed.

Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.

Client / Job: Webiplex Parent : Webiplex Test30 FST Submittal #:
 Approver Email: michael.bloch@performancecg2.com
 Status: Draft

Attachments:

Created	File Name
2/14/2013	CCF02082013_0004.tif

- Repeat the process if you have multiple files to attach

Add Labor Items

- Click the **Add** button to add Labor Items

Add each labor or expense line item in the separate section below.

Labor Items:

Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount
Category*: <input type="button" value="Office Rate"/>	Date*: <input type="button" value=""/>	Quantity*: <input type="button" value=""/>	Pay Rate: \$ <input type="text" value="120"/>	Work Location*: <input type="button" value="Select a Specific US State, Canadian Province or Other Location Below"/>	Cost Code*: <input type="button" value=""/>	Description/Rig/Loc.*: <input type="text"/>	D7i (Chevron Only): <input type="text"/>	<input type="button" value="Save Labor Item"/> <input type="button" value="Cancel"/>

- Enter all of the Labor Item Fields. Fields with **RED** headings are required, and the record cannot be saved until all required fields are completed.
 - Category:** Please select the applicable labor category from the drop down list
 - Date:** Time must be entered individually for each date worked. You may directly type in a date using “MM/DD/YY” format, or select a date by clicking on the calendar icon.
 - Quantity:** Enter the number of hours or days worked per your pay rate
 - Pay Rate:** Pay Rate will be auto-populated based on Category selected
 - Work Location:** Select a Work Location from the drop down list
 - Cost Code:** Enter the Cost Code (WBS code, cost allocation, network etc)
Note: Only a single cost code may be entered for each line. When the time entered is to be allocated among multiple cost codes, enter separate line items for each applicable code and allocated time.
 - Description/Rig/Loc:** Type the description (project, rig, well, and or business area) of work performed
 - D7i:** (Chevron Only) Enter the D7i code

Add each labor or expense line item in the separate section below.

Labor Items:

[Add](#) [Delete](#)

Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount
Category*:	Date*:	Quantity*:	Pay Rate:	Work Location*:	Cost Code*:			
Office Rate			\$ 120	Select a Specific US State, Canadian Province or Other Location Below				
Description/Rig/Loc.*:				D7i (Chevron Only):				
<input type="button" value="Save Labor Item"/> <input type="button" value="Cancel"/>								
Labor Pay Amount Subtotal: \$ <input type="text"/>								

- Once all fields are completed, click **Save Labor Item** and the labor item will be displayed in the FST form.
- If you have multiple labor items to enter, follow the above process for each labor item. The Labor Pay Amount Subtotal will be automatically calculated and updated with each labor item that you add.
- When entering additional labor items the previous line will be copied to save time entering information. Make sure to edit each box with the new information where applicable

Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.

Client / Job:	Webiplex Parent : Webiplex Test30	FST Submittal #:	<input type="text"/>					
Approver Email:	michael.bloch@performanceg2.com							
Status:	Draft							
Please attach any original receipts for this FST below.								
Attachments:	Add Delete							
	Created	File Name						
<input type="checkbox"/>	2/14/2013	CCF02082013_0004.tif						
Add each labor or expense line item in the separate section below.								
Labor Items:	Add Delete							
Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount
<input type="checkbox"/> <input type="checkbox"/> Office Rate	2/8/2013	1	\$120.00	California	12587451	Onsite Visit		\$120.00
<input type="checkbox"/> <input type="checkbox"/> Office Rate	2/11/2013	1	\$120.00	California	12587451	Onsite Visit		\$120.00
Labor Pay Amount Subtotal: \$ <input type="text"/>								240.00

Add Expense Items

Note: Pay rate is your reimbursable amount and bill rate is charged to the client.

- Click the **Add** button to add Expense Items

Expense Items:												
<input type="button" value="Add"/> <input type="button" value="Delete"/>		Category	Date	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount	Bill Amount
<input type="button" value="Category*"/> <input type="button" value="Date*"/> <input type="button" value="Quantity*"/> <input type="button" value="Pay Rate"/> <input type="button" value="Bill Rate"/> <input type="button" value="Work Location*"/> <input type="button" value="Cost Code*"/>		Category*: Hotel	Date*: <input type="button" value=""/>	Quantity*: <input type="button" value=""/>	Pay Rate: \$ 0	Bill Rate: \$ 0	Work Location*: <input type="button" value="Select a Specific US State, Canadian Province or Other Location Below"/>	Cost Code*: <input type="button" value=""/>	<input type="button" value="Save Expense Item"/> <input type="button" value="Cancel"/>			
Description/Rig/Loc.*: <input type="button" value=""/> D7i (Chevron Only): <input type="button" value=""/>												
Expense Pay Amount Subtotal: \$ <input type="button" value=""/>												

- Enter all of the Expense Item Fields. Fields with **RED** headings are required and the record cannot be saved until all required fields are entered.
 - Category:** Please select the applicable expense category from the drop down list
 - Date:** Select the date that applies to the Expense. You may directly type in a date using "MM/DD/YY" format, or select a date by clicking on the calendar icon.
 - Quantity:** Select the quantity
 - Pay Rate/Bill Rate:** These will either default to a specified amount, or allow you to enter an amount based on category. (ie. Per Diem and Mileage have set rates others will need to be entered).
 - For Hotel, enter quantity 1 and the total amount for a single cost code allocation. In the description box please describe the number of nights, location etc. If, allocating to multiple cost codes enter on separate line items accordingly.
 - Work Location:** Select a Work Location from the drop down list
 - Cost Code:** Enter the Cost Code (WBS Code, cost allocation, network etc)
 - Note:** Only a single cost code may be entered for each line. When the expense entered is to be allocated among multiple cost codes then enter separate line items for each applicable code and allocated expense.
 - Description/Rig/Loc:** Type the Description of the expense incurred
 - D7i: (Chevron Only)** Enter the D7i code

Expense Items:												
<input type="button" value="Add"/> <input type="button" value="Delete"/>		Category	Date	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount	Bill Amount
<input type="button" value="Category*"/> <input type="button" value="Date*"/> <input type="button" value="Quantity*"/> <input type="button" value="Pay Rate"/> <input type="button" value="Bill Rate"/> <input type="button" value="Work Location*"/> <input type="button" value="Cost Code*"/>		Mileage	2/8/2013	41	\$0.56	\$0.56	California	12587451	Onsite Visit		\$22.76	\$22.76
Description/Rig/Loc.*: <input type="button" value=""/> D7i (Chevron Only): <input type="button" value=""/>												
Expense Pay Amount Subtotal: \$ <input type="button" value=""/> 22.755 Expense Bill Amount Subtotal: \$ <input type="button" value=""/> 22.755												

- Once all fields are completed, click **Save Expense Item** and the expense item will be displayed in the FST form.
- If you have multiple Expense items, follow the above process for each expense item. The Expense Pay Amount and Bill Amount Subtotal will be automatically calculated and updated with each expense item that you add.
- When entering multiple expense items the previous line will be copied to save time entering information. Make sure to edit each box with the new information where applicable.
- If the expense is not reimbursable to you but billable to the client, only enter the amount in the Bill Rate box and confirm the Pay Rate is \$0.00.

Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.

Client / Job: Webiplex Parent : Webiplex Test30  FST Submittal #:

Approver Email:

Status:

Please attach any original receipts for this FST below.

Attachments:
 [Add](#) [Delete](#)

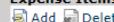
Created	File Name
 5/15/2013	CCF02082013_0004.pdf

Add each labor or expense line item in the separate section below.

Labor Items:
 [Add](#) [Delete](#)

Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount
 Office Rate	2/8/2013	1	\$100.00	California	12587451	Onsite Visit		\$100.00

Labor Pay Amount Subtotal: \$ **100.00**

Expense Items:
 [Add](#) [Delete](#)

Category	Date	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount	Bill Amount
 Mileage	2/8/2013	41	\$0.565	\$0.565	California	12587451	Onsite Visit		\$23.17	\$23.17
 Mileage	2/8/2013	41	\$0.565	\$0.565	California	12587451	Onsite Visit		\$23.17	\$23.17

Expense Pay Amount Subtotal: \$ **46.33**
Expense Bill Amount Subtotal: \$ **46.33**

Pay Amount Total: \$

For Cenergy Use Only: This area contains comments submitted by the Client approver and Cenergy

Approver Response:

Cenergy Notes:

 Save  Cancel

- Click the save button at the top or bottom of the form to save the record. The FST will be saved as a draft, allowing you to return and continue to add attachments, Labor Items and Expense items, until it has been submitted.

** If you do not see a labor/expense item, please contact your Cenergy Representative.

Add Attachments - Fax

Once the FST has been saved and an FST number is assigned, receipts can be faxed in.

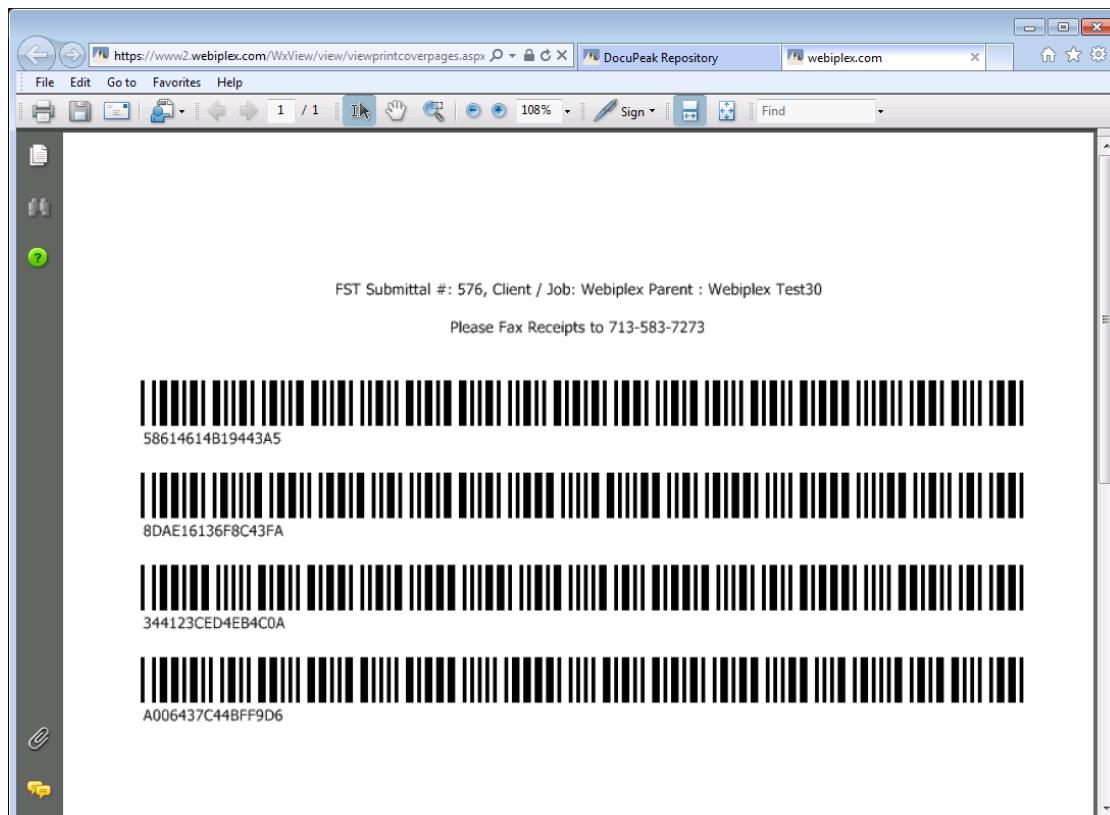
- Click the checkbox to the left of the FST that needs receipts submitted, then click **Print FAX Cover Sheet**



My FSTs							wtest30@cenergyintl.com	Logout
FST Submittal #		Modified	Folder	Status	Vendor / Consultant	Client / Job	Pay Amount Notes Total	# Att.
<input checked="" type="checkbox"/>	80	3/10/2013 10:22:00 AM	Active	Draft	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	\$285.51 2/14/2013 () : Approve. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Thursday, February 14, 2013 2:42	0
<input type="checkbox"/>	81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	\$78.65 2/11/2013 () : Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c	1

1 of 1 Pages - 2 Total Records

- A barcode cover page will open in a new tab



- Print the barcode cover page, and place on top of all receipts as the first page
- Fax the receipts to (713) 583-7273**
- The fax will be processed, and the receipts will be automatically attached to the FST based on the barcode cover page
- Return to the FST Dashboard to verify that the receipts were successfully received; please allow 10 minutes for this process to complete; if you don't see the attachment after 10 minutes, please contact your Cenergy representative
 - The # Att field will update from 0 to 1 once the receipts are successfully received



My FSTs							wtest30@cenergyintl.com	Logout
FST Submittal #		Modified	Folder	Status	Vendor / Consultant	Client / Job	Pay Amount Notes Total	# Att.
<input checked="" type="checkbox"/>	80	3/10/2013 10:31:04 AM	Active	Draft	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	\$285.51 2/14/2013 () : Approve. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Thursday, February 14, 2013 2:42	1

Editing a Draft FST

- To edit an existing FST, click on the icon between the check box and the FST Submittal # column. This will open the FST.



FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount	Notes Total
<input type="checkbox"/>  80 2/14/2013 4:49:31 PM Archive Draft wtest30@cenergyintl.com Webiplex Parent : Webiplex Test30	2/14/2013	Archive	Draft	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/14/2013 (): Approve. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Thursday, February 14, 2013 2:42
<input type="checkbox"/>  81 2/11/2013 12:32:35 PM Active Resubmitted wtest30@cenergyintl.com Webiplex Parent : Webiplex, Test31	2/11/2013	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c

1 of 1 Pages - 2 Total Records

- Click the icon for the Labor or Expense item that you wish to edit



Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.

Client / Job: Webiplex Parent : Webiplex Test30 FST Submittal #: 80

Approver Email: sarah@webiplex.com

Status: Draft

Please attach any original receipts for this FST below.

Attachments:  

Created	File Name
  2/11/2013	CCFO2082013_0004.tif

Add each labor or expense line item in the separate section below.

Labor Items:

Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount
<input type="checkbox"/>  Office Rate	2/8/2013	1	\$120.00	California	12587451	Onsite Visit		\$120.00
<input type="checkbox"/>  Office Rate	2/11/2013	1	\$120.00	California	12587451	Onsite Visit		\$120.00

Labor Pay Amount Subtotal: \$ 240.00

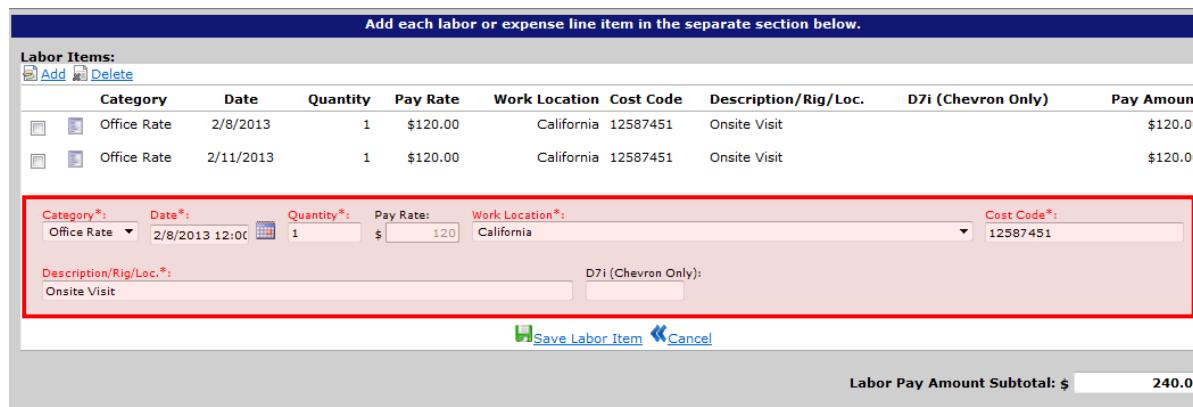
Expense Items:

Category	Date	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount	Bill Amount
<input type="checkbox"/>  Mileage	2/8/2013	41	\$0.56	\$0.56	California	12587451	Onsite Visit		\$22.76	\$22.76
<input type="checkbox"/>  Mileage	2/8/2013	41	\$0.56	\$0.56	California	12587451	Onsite Visit		\$22.76	\$22.76

Expense Pay Amount Subtotal: \$ 45.51

Expense Bill Amount Subtotal: \$ 45.51

- The previously entered data will open. Edit the record, and then click "Save Labor Item".



Add each labor or expense line item in the separate section below.

Labor Items:

Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount
<input type="checkbox"/>  Office Rate	2/8/2013	1	\$120.00	California	12587451	Onsite Visit		\$120.00
<input type="checkbox"/>  Office Rate	2/11/2013	1	\$120.00	California	12587451	Onsite Visit		\$120.00

Category*: Date*: Quantity*: Pay Rate*: Work Location*: Cost Code*: Description/Rig/Loc.*: D7i (Chevron Only):

Category:  Office Rate Date: 2/8/2013 12:00 Quantity: 1 Pay Rate: \$ 120 Work Location: California Cost Code: 12587451 Description/Rig/Loc.: Onsite Visit D7i (Chevron Only):

Save Labor Item 

Labor Pay Amount Subtotal: \$ 240.00

- Once all changes are made, save the FST.

Submitting the FST for Approval

- Once all attachments, Labor Items and Expense Items have been added; select the checkbox to the left of the record and click **Submit for Approval**.



FST									
Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount	Notes Total
<input checked="" type="checkbox"/> 80	2/14/2013 4:49:31 PM	Archive	Draft	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/14/2013 (): Approve. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Thursday, February 14, 2013 2:42
<input type="checkbox"/> 81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c

- This will update the status of the FST from **Draft** to **Submitted for Approval**. An email notification will be sent to the approver letting them know there is an FST pending their approval.
- You may only edit FSTs in “Draft” status



FST									
Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount	Notes Total
<input type="checkbox"/> 80	2/14/2013 4:40:47 PM	Active	Sent for Approval	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/11/2013 (): Approve Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, February 11, 2013 10:15 AM
<input type="checkbox"/> 81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c

Reviewing FSTs

- Once the approved has reviewed the request, the status will be updated to either Approved or Rejected and the request will be sent to Cenergy for final review



FST									
Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount	Notes Total
<input type="checkbox"/> 80	2/14/2013 4:46:38 PM	Active	Approved	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/11/2013 (): Approve Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, February 11, 2013 10:15 AM
<input type="checkbox"/> 81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c

Rejected FSTs - Approver

- If the FST was rejected, the approver will provide a reason for the Rejected status.
- To view the reject reason, you can look at the **Notes** column on the FST list, or you can open the record and look in the **Approver Response** section

For Cenergy Use Only: This area contains comments submitted by the Client approver and Cenergy

Approver Response:	Cenergy Notes:
<p>Time: 5/15/2013 3:48 PM</p> <p>Rejected. Please add mileage for 3/16/2013.</p> <p>Sarah Spencer</p> <p>From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent:</p>	

- Fix the FST per the rejected notes, and click **Save**
- Follow the Submit Process to resubmit the FST for approval
- The status will be updated to **Resubmitted**

Cenergy - My FSTs

wtest30@cenergyintl.com Logout

My FSTs

Create New FST Print FAX Cover Sheet Submit for Approval Refresh Search

	FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount	Notes Total
<input type="checkbox"/>	80	2/14/2013 4:47:50 PM	Archive	Rejected	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/14/2013 (): Approve. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Thursday, February 14, 2013 2:42
<input type="checkbox"/>	81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c

1 of 1 Pages - 2 Total Records

Rejected FSTs - Cenergy

- Once the FST has been approved by the Approver, it will be sent for final review by a Cenergy CSR
- If the Cenergy CSR finds something wrong with the FST, they have the option of **Return to the Consultant** or **Resubmit to Approver**
 - Return to Consultant – This will return the FST to the Consultant to update/make the requested changes
 - Resubmit to Approver – The Cenergy CSR was able to update the FST, but needs the request to be Re-Approved by the Approver

Cenergy - FSTs/My FSTs

wtest30@cenergyintl.com Logout

FSTs

Create New FST Print FAX Cover Sheet Submit for Approval Refresh Search

	FST Submittal #	Modified	Status	Client / Job	Pay Amount	Notes Total	# Att.
<input type="checkbox"/>	576	5/15/2013 4:21:54 PM	Return to Consultant	Webiplex Parent : Webiplex Test30	\$300.00	5/15/2013 (): APPROVED Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Wednesday, May 15, 2013 2:15 PM T	
<input type="checkbox"/>	587	4/25/2013 2:30:22 PM	Post	Webiplex Parent : Webiplex Test30	\$100.00	4/22/2013 (): Approved Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, April 22, 2013 9:53 AM To	

1 of 1 Pages - 2 Total Records

- To view the Cenergy Notes, open the FST to view the **Cenergy Notes** section

For Cenergy Use Only: This area contains comments submitted by the Client approver and Cenergy	
Approver Response:	Cenergy Notes:
Time: 5/15/2013 4:19 PM APPROVED Sarah Spencer	Time: 5/15/2013 4:22 PM By: sssupport Please add work for 3/17/2013. Thanks.

- Fix the FST per the rejected notes, and click **Save**

Add each labor or expense line item in the separate section below.																																																																																																														
Labor Items:																																																																																																														
<table border="1"> <thead> <tr> <th colspan="2">Add Delete</th> <th>Category</th> <th>Date</th> <th>Quantity</th> <th>Pay Rate</th> <th>Work Location</th> <th>Cost Code</th> <th>Description/Rig/Loc.</th> <th>D7i (Chevron Only)</th> <th>Pay Amount</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>W2 Sick</td> <td>3/15/2013</td> <td>1</td> <td>\$100.00</td> <td>Alabama</td> <td>C123</td> <td>DESC123</td> <td></td> <td>\$100.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Mark-Up</td> <td>3/16/2013</td> <td>1</td> <td>\$0.00</td> <td>Alabama</td> <td>C1234</td> <td>DESC1234</td> <td></td> <td>\$0.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Office Rate</td> <td>3/16/2013</td> <td>1</td> <td>\$100.00</td> <td>Alabama</td> <td>C1234</td> <td>DESC1234</td> <td></td> <td>\$100.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Office Rate</td> <td>3/17/2013</td> <td>1</td> <td>\$100.00</td> <td>Alabama</td> <td>C123456</td> <td>DESC123456</td> <td></td> <td>\$100.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Mark-Up</td> <td>3/18/2013</td> <td>1</td> <td>\$0.00</td> <td>Alabama</td> <td>C12345</td> <td>DESC12345</td> <td></td> <td>\$0.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Office Rate</td> <td>3/18/2013</td> <td>1</td> <td>\$100.00</td> <td>Alabama</td> <td>C12345</td> <td>DESC12345</td> <td></td> <td>\$100.00</td> </tr> </tbody> </table> <table border="1"> <tr> <td>Category*: <input type="text" value="Office Rate"/></td> <td>Date*: <input type="text" value="3/17/2013 12:00:00"/></td> <td>Quantity*: <input type="text" value="1"/></td> <td>Pay Rate: <input type="text" value="\$100"/></td> <td>Work Location*: <input type="text" value="Alabama"/></td> <td>Cost Code*: <input type="text" value="C123456"/></td> </tr> <tr> <td colspan="3">Description/Rig/Loc.*: <input type="text" value="DESC123456"/></td> <td colspan="3">D7i (Chevron Only): <input type="text"/></td> </tr> <tr> <td colspan="6" style="text-align: center;"> <input type="button" value="Save Labor Item"/> <input type="button" value="Cancel"/> </td> </tr> <tr> <td colspan="6" style="text-align: right;"> Labor Pay Amount Subtotal: \$ <input type="text" value="400.00"/> </td> </tr> </table>										Add Delete		Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount	<input type="checkbox"/>	<input type="checkbox"/>	W2 Sick	3/15/2013	1	\$100.00	Alabama	C123	DESC123		\$100.00	<input type="checkbox"/>	<input type="checkbox"/>	Mark-Up	3/16/2013	1	\$0.00	Alabama	C1234	DESC1234		\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Office Rate	3/16/2013	1	\$100.00	Alabama	C1234	DESC1234		\$100.00	<input type="checkbox"/>	<input type="checkbox"/>	Office Rate	3/17/2013	1	\$100.00	Alabama	C123456	DESC123456		\$100.00	<input type="checkbox"/>	<input type="checkbox"/>	Mark-Up	3/18/2013	1	\$0.00	Alabama	C12345	DESC12345		\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	Office Rate	3/18/2013	1	\$100.00	Alabama	C12345	DESC12345		\$100.00	Category*: <input type="text" value="Office Rate"/>	Date*: <input type="text" value="3/17/2013 12:00:00"/>	Quantity*: <input type="text" value="1"/>	Pay Rate: <input type="text" value="\$100"/>	Work Location*: <input type="text" value="Alabama"/>	Cost Code*: <input type="text" value="C123456"/>	Description/Rig/Loc.*: <input type="text" value="DESC123456"/>			D7i (Chevron Only): <input type="text"/>			<input type="button" value="Save Labor Item"/> <input type="button" value="Cancel"/>						Labor Pay Amount Subtotal: \$ <input type="text" value="400.00"/>					
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- Follow the Submit Process to resubmit the FST for approval
- The status will be updated to **Resubmitted**

Cenergy - FSTs/My FSTs							Logout	
FSTs Create New FST Print FAX Cover Sheet Submit for Approval							Refresh	Search
	FST Submittal #	Modified	Status	Client / Job	Pay Amount	Notes Total	# Att.	
<input type="checkbox"/>	576	5/15/2013 4:26:29 PM	Resubmitted	Webiplex Parent : Webiplex Test30	\$400.00	5/15/2013 (): APPROVED Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Wednesday, May 15, 2013 2:15 PM To		
<input type="checkbox"/>	587	4/25/2013 2:30:22 PM	Post	Webiplex Parent : Webiplex Test30	\$100.00	4/22/2013 (): Approved Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, April 22, 2013 9:53 AM To		

1 of 1 Pages - 2 Total Records

1

FST Status Codes

Draft

- A draft FST is still in progress and has not been submitted for approval.
- Edits to the FST can be made in draft status.

Submit for Approval

- The FST has been submitted to the approver for review.
- No changes can be made to the FST.

Approved

- The approver has reviewed and approved the FST. It is now pending Cenergy Review.

Rejected

- The approver has reviewed and rejected the FST. The approver will give a reason when rejecting the FST.

Resubmitted

- The FST is pending Re-Approval after requested changes were made by the consultant.

Return to Consultant

- At the Cenergy final review, there was a problem with the FST.
- Cenergy has returned the FST for the Consultant to fix, and it must be resent through the entire approval process.

Resubmit to Approver

- At the Cenergy final review, there was a minor change required on the FST.
- Cenergy staff made the adjustment, and returned the FST to the Approver for review and approval.

Mismatch

- When the Approver and Alt Approver submit different responses
i.e. Approver says Rejected, Alt Approver says Approved

Post

- The FST has been approved by both the Approver and Cenergy, and has been submitted for payment.

Logging out

- To log out, click the **Logout** button to the right of your user name.



The screenshot shows a web-based application interface for managing FSTs. At the top, there is a header bar with the title 'Cenergy - My FSTs' and a user name 'wtest30@cenergyintl.com'. On the right side of the header, there is a 'Logout' button. Below the header, there is a toolbar with several icons: 'My FSTs', 'Create New FST', 'Print FAX Cover Sheet', 'Submit for Approval', 'Refresh', and 'Search'. The main content area is a table listing FSTs. The columns are: FST Submittal #, Modified, Folder, Status, Vendor / Consultant, Client / Job, # Items, # Att., Pay Amount, and Notes Total. There are two rows of data in the table. The first row, FST #80, has a status of 'Rejected' and a note indicating it was rejected on 2/14/2013. The second row, FST #81, has a status of 'Resubmitted' and a note indicating it was resubmitted on 2/11/2013. At the bottom of the table, it says '1 of 1 Pages - 2 Total Records'.

FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount	Notes Total
80	2/14/2013 4:47:50 PM	Archive	Rejected	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/14/2013 () : Accepted by cenergy@webiplex.com [mailto:cenergy@webiplex.com] on Monday, February 14, 2013 2:42
81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 () : Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c

- You will be returned to the Login Screen.